

**ARIZONA FAMILY CAREGIVER SUPPORT PROGRAM
QUARTERLY SUMMARY REPORT**

Area Agency on Aging Region: _____ Report Period: _____

Report Prepared By: _____ Date: _____

Signature of Agency Director: _____

1. Major Activities and Accomplishments During This Period

2. Problems/Barriers and How Addressed

3. Dissemination Activities (Outreach)

4. Best Practices or Caregiver Program Innovations

5. Technical Assistance or Support Needed from the State Office

6. Vignettes

Instructions for Preparing the Quarterly Report

FORMAT

Quarterly progress reports should give the FCSP Coordinator sufficient information for a full understanding of FCSP program performance. No page minimum or limitations are prescribed regarding the length of the report. Fully respond to each of the information categories covered by the report.

REPORT CONTENTS

Please follow this format:

1. Major Activities and Accomplishments During This Period – Summarize FCSP activities and accomplishments that occurred during the reporting period. Reference should be made to each of the services provided by the AAA's FCSP program and included in the AAA's current Methodology.
2. Problems/Barriers and How Addressed – Describe any deviations or departures from the AAA's FCSP Methodology. Describe the problem, alternatives considered to resolve the problem, and the impact of the problem on achieving program goals and objectives.
3. Dissemination Activities (Outreach) – Describe dissemination activities that occurred in the three-month period. Dissemination materials should be included as an attachment to the report (i.e. copies of flyers, newsletter/newspaper articles, new locally produced brochures, etc.).
4. Best Practices and/or Caregiver Program Innovations – Describe best practices or caregiver program innovations that have been successful in the planning and service area.
5. Technical Assistance or Support Needed from the State Office – Fully describe the type of technical assistance needed. Include rationale or reason for the requested support. Indicate whether on-site technical assistance is needed.
6. Vignettes - Include anecdotal information or descriptions of situations where services provided through the Caregiver Program positively affected the lives of the caregivers or care recipient.